

SELF-ASSESSMENT SCENARIOS

APAY4089 – AGENCY PAYROLL

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment Script 1 – View Employee Tax Data Score: _____

Directions: View Joe Crawford’s federal and tax information.

Employee Joe Crawford (Empl ID 00100022) is concerned if the appropriate taxes are being withheld from his paycheck. He has asked you, his agency payroll specialist, to review his federal and state tax data. Joe Crawford should be listed as single and have “0” withholding allowances.

Important notes or comments to remember: Use this section to enter any notes or comments that learned during this assessment.

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Self Assessment Script 1 – View Paycheck

Score: _____

Directions: View James Johnson’s paycheck in Self-Service.

Imagine you are James Johnson. Pay day is nearing and you would like to view your paycheck and determine how much you have earned this year.

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Self Assessment Script 1 – Direct Deposit

Score: _____

Directions: Update Kate Spade’s direct deposit information through Self-Service.

Kate Spade is a new employee. She will utilize Self-Service to add her direct deposit information in order for her paycheck to be properly deposited. Kate has two accounts she would like her paycheck to be deposited into, savings and checking. Her savings account, routing number is 123456789 and account number is 09876543, should be identified as the “balance” account to ensure her paycheck is being deposited into at least one account. Even though this account is a “balance” account, you are still required to enter a deposit order. Identify this account as priority “2” so that Kate can enter a priority “1” for her checking account. Kate would like 90% of her paycheck to be deposited into her checking account (priority “1”) with routing number 071000013 and account number 12345678.

Remember to use the View Check Example to assist in identifying the routing and account numbers.

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Self Assessment Script 1 – Update W-4 Information Score: _____

Directions: Review and update your Kate Spade's W-4 Information in Self-Service.

Kate Spade is a new employee. She will use Self-Service to update her W-4 information to reflect the 2 exemptions she desires to claim on her taxes. Kate will use her password, Edison#2, as an extra step in the Edison security system to acknowledge the information she provides is accurate.

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Self Assessment Script 1 – Request a new W-2 Form Score: _____

Directions: Kate Spade will use Self- Service to request for a new w-2 form.

Kate Spade wants to build a new house. Her bank requires a copy of her 2006 W-2 in order to provide a mortgage. She is unable to locate the W-2 that was mailed two months ago. Kate needs to request a reissued W-2 to be mailed to her home address.

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Self Assessment Script 1 – Payroll Register by Dept Score: _____

Directions: Run a Payroll Register by Department Report.

You have been notified that Central Payroll has just completed the pay confirmation process for pay period ending in 07/15/07. Your department procedure requires a printed copy of it's employee's payroll earnings, deduction and tax information every pay period. Your SetId is 33205 and your department ID is 33205 - TN Student Assistance Corp through 3320506900.

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